



City of Des Moines, Washington

JOB DESCRIPTION



PUBLIC WORKS DIRECTOR

Regular, Full-time

Salary Grade: D-36

FLSA Status: Exempt

Union Status: Non-represented

EEO Category: Officials & Administrators

Nature of Work

Under the general direction of the Chief Operations Officer, this position plans, organizes, controls and directs the activities, services, operations, budgets, and policy formulation of the City's public works functions of the City including engineering and transportation services, traffic engineering, utilities, project management, development review, and maintenance of City streets, surface water management systems, City-owned buildings, fleet, and parks. The director allocates personnel and resources to optimize departmental efficiency and effectiveness; supervises and evaluates the performance of assigned staff.

Essential Functions

- Plans, organizes, controls, directs, and evaluates the activities, services, operations, budgets, and policy formulation of the City's public works functions of the City including engineering and transportation services, traffic engineering, utilities, project management, development review, and maintenance of City streets, surface water management systems, City-owned buildings, fleet, and parks.
- Oversees the management of projects and programs; assures the timely and efficient completion of work projects; modifies goals, time lines, staffing levels, costs and other factors as needed to complete projects.
- Reviews, directs and participates in the review and approval of municipal engineering and public works plans, drawings and plats submitted by City engineers, developers and other engineers; directs the inspection and review of construction projects; assures compliance with state and local laws, codes and ordinances.
- Establishes performance criteria for divisions within the department; monitors and measures attainment of objectives, goals and priorities and implements corrective actions in project phases and objectives as necessary.
- Identifies and resolves City issues, concerns, construction and maintenance needs related to areas of responsibility; coordinates and encourages the development of strategies to address engineering, planning, building and public works issues.
- Supervises and evaluates the performance of assigned staff, including professional, engineering, clerical and special projects staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.
- Directs the planning, preparation and control of department budgets, including annual operating and multi-year capital improvement budgets; develops purchasing and budgetary procedures and guidelines for the department; monitors, controls and authorizes expenditures in accordance with established limitations.

- Plans, coordinates and arranges for appropriate and continued training of subordinates; assures staff is adequately trained and skilled to perform current and future work projects.
- Recommends or authorizes payment to contractors for completion of work; recommends acceptance by the City Council for completed work projects.
- Communicates and coordinates efforts with a variety of individuals and organizations, including City employees and executive staff, local cities, citizens, contractors, employers, boards, committees and private sector agencies.
- Directs, participates in and completes special projects for the Mayor, City Council and other officials as required, including reports, gathering data and serving on committees; provides and presents oral and written progress reports as required.
- Communicates with, responds to and resolves complaints, conflicts, concerns, and questions from citizens, contractors, customers, developers, and public and private agencies regarding department services, activities and programs; exchanges information to encourage cooperation and efficiency of department operations.
- Prepares or directs the preparation of a variety of narrative and statistical reports, records and files related to departmental operations, activities, project management, job costing, budgets, contracts, grants, insurance claims, committees and departmental goals and objectives.
- Directs the preparation of the agenda for regular and special meetings of boards and committees; represents the City and delivers oral presentations as needed; serves on various committees as required, including the regional and professional boards.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Federal, state and local laws, ordinances, rules and regulations relating to municipal planning, building and public works projects and activities.
- Civil engineering principles and practices.
- Federal, state, regional and county programs, procedures and funding sources related to assigned programs, projects, activities and operations.
- Modern principles and methods of management and administration of public works.
- Planning, developing and controlling large and multiple budgets.
- Contract law and developing, reviewing, negotiating and enforcing construction contracts.
- Principles and practices of administration, supervision and training.
- City organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Plan, organize, control and direct the activities, services, operations budgets and policy formulation of City land use and public infrastructure-related services of City planning, building and public works.
- Develop and communicate the mission of the department to employees, City officials and the public.
- Represent the City and attend various boards, committees and meetings.

- Assure the efficient and effective allocation of physical, human and financial resources.
- Analyze complex issues and impacts and provide clear and concise recommendations and alternative solutions.
- Develop a vision for the future and measure the impact of specific projects.
- Develop schedules, time lines, work programs and cost estimations.
- Train, supervise and evaluate personnel.
- Analyze complex situations accurately and adopt an effective course of action or present alternative solutions.
- Direct the maintenance of complex, detailed and official records, files, reports and documents.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare complex and special reports.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of technological advances in the field.
- Communicate effectively both orally and in writing.
- Respond to emergencies and other situations on a 24-hour basis.
- Observe legal and defensive driving practices.

Education and Experience Requirements

- Graduation from college or university with a degree in civil engineering or a closely related field; and
- Six years' upper-management experience in administering complex municipal public works, engineering, utilities, budgets and community development.

Special Requirements

- Registration in the State of Washington as a professional engineer in civil engineering.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

Work is primarily performed in an office setting. Attendance at night meetings is required. Occasional travel to off-site locations is required. Hand-eye coordination and fine-manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods of time, and the ability to bend and stretch to retrieve and maintain files and records. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Established December 2016.